



DEPARTMENT OF HEALTH AND HUMAN SERVICES

NAVAJO AREA
INDIAN HEALTH SERVICE



We will not accept faxed or emailed applications.

Applications mailed using government postage or through an internal government mail system will not be considered.

VACANCY ANNOUNCEMENT

SR-08-112

OPENING DATE

September 16, 2008

CLOSING DATE

September 29, 2008

POSITION

Health Technician (Emergency Room)(OA)

LOCATION AND DUTY STATION

NORTHERN NAVAJO MEDICAL CENTER
Division of Nursing Services
Emergency Room Branch
Shiprock, New Mexico

GRADE/SALARY

GS-640-5 \$29,726 - \$38,639 per annum

NUMBER OF VACANCIES

One (1) Vacancy 3048-36

APPOINTMENT

☒ PERMANENT

WORK SCHEDULE

☒ FULL TIME

AREA OF CONSIDERATION

☒ NAVAJO AREA WIDE

PROMOTION POTENTIAL

☒ NO

SUPERVISORY/MANAGERIAL

☒ NO

HOUSING

☒ PRIVATE HOUSING ONLY

TRAVEL/MOVING EXPENSE

☒ NO EXPENSES PAID

DUTIES: The incumbent of this position will provide reception duties, patient services, supplies, and check and maintain equipment of the Emergency Room. Incumbent will work on rotating shifts and provide weekend and holiday coverage. Performs receptionist duties, maintains various logs and patient census and receives patients to the Unit, assembles and identifies the chart, answers the telephone and provides routine information to the caller, pages, doctors, nurses, and other medical personnel. Types a variety of forms, monthly reports, nursing schedules, recall letters, make copies of correspondence and distributes to proper areas. Makes necessary use of word processors, personal computers, electrical typewriters, work station linked to a computer, and/or associated equipment such as printers and modem. Required to use common types of software used in the performance of clerical duties, such as word processing, electronic mail, database management, graphs, and spreadsheet software, determine appropriate format and software manipulation for the storage of progress data, reports documents and other written communication. Triage patients by obtaining medical information, screening TPR, Blood Pressure, weights, and monitor the flow of ER patients. Observe patients for signs and symptoms of illness or injury. Document findings in SOAP format. Record immunization status for visits. Complete records, logs and reports to patients and activities. File results of various tests in patient's records for professional staff's references. Review problem list for patient allergic. Cleans used instruments and disposes of waste materials. Assist medical and nursing personnel with sterile procedures such as suturing, spinal taps, urinary catheterizations. Maintain a clean and safe work environment by preparing examination rooms and tables. Assist with emergency by performing CPR and assisting medical personnel by handling equipment or supplies. Interprets for physician or nurse in Native American language such as Navajo. Participate in continuing education through in-service, workshops and staff meeting. Assist nursing staff in orientation of new personnel. Coordinate supply levels with General Services, adding or deleting supplies. Perform other duties as assigned. Position is covered under the Indian Child Protection Act and is hereby designated as an authorized child care position subject to P.L. 101-630 and P.L. 101-647.

QUALIFICATION REQUIREMENTS: YOUR DESCRIPTION OF WORK EXPERIENCE, LEVEL OF RESPONSIBILITY, AND ACCOMPLISHMENTS WILL BE USED TO DETERMINE THAT YOU MEET THE FOLLOWING REQUIREMENTS:

BASIC QUALIFICATIONS:

GS-5: Applicants must have at least 52 weeks of specialized experience equivalent to at least GS-4 or 4 years above high school leading to a bachelor's degree with related courses.

Specialized Experience: Specialized Experience: Experience that equipped the applicant with the particular knowledge, skills, and abilities (KSA's) to perform successfully the duties of the position, and that is typically in or related to the work of the position to be filled. To be creditable, specialized experience must have been equivalent to at least the lower grade level. Examples of the type of experience, which will be credited, are: experience in utilizing medical terminology, experience with medical records, providing reception duties, or nursing assistant; experience in the area of Medical Assistant duties.

THIS POSITION IS LOCATED IN A TOBACCO-FREE ENVIRONMENT

SUBSTITUTION OF EDUCATION FOR EXPERIENCE: Education must have been obtained in accredited business or technical school, junior college, college or university for which high school graduation or the equivalent is the normal prerequisite. One year of full-time undergraduate study is defined as 30 semester hours, 45-quarter hours, or the equivalent in a college or university or at least 20 hours of classroom instruction per week for approximately 36 weeks in a business or technical school. To obtain education credit, applicant must submit an official college transcript; diploma; license; or other appropriate proof of educational attainment by the closing date of the vacancy announcement.

PROFICIENCY REQUIREMENT: In addition to meeting experience or education requirements, applicants must provide evidence of typing proficiency of typing speed of 40 WPM based on a 5-minute sample with three or fewer errors. Acceptable evidence is a certificate of proficiency from a school or other organization authorized to issue such certificates. Certificates must not be over three (3) years old. This agency does not accept self-certifications. For current or former (who left within three years) Navajo Area IHS employees, you may attach a copy of your latest SF-50 that indicates (Typing) or (Office Automation) next to your position title. For applicants from other Federal agencies, this (Navajo Area Indian Health Services) requires that you provide a certificate of typing proficiency; the SF-50 is not acceptable proof of proficiency.

CONDITIONS OF EMPLOYMENT: Immunization Requirement – all persons born after 12-31-56, must provide proof of immunity to Rubella and Measles. Serology testing to confirm immunity and/or immunizations will be provided free of charge. Special consideration may be allowed to individuals, who are allergic to a component of a vaccine, have a history of severe reaction to a vaccine, or who are currently pregnant. This applies to candidates for positions in any Service Unit or any Area Office position, which requires regular work at a Service Unit.

SELECTIVE PLACEMENT FACTOR: None.

TIME-IN-GRADE REQUIREMENTS: Candidates applying under the provisions of the Excepted Service Examining Plan may be appointed without regard to time-in-grade requirements. Candidates applying under the provisions of the Merit Promotion Plan must have completed at least 52 weeks of service at the GS-4 level to qualify at the GS-5 level.

LEGAL AND REGULATORY REQUIREMENTS: Candidates must meet time-after-competitive appointment, time-in-grade (if applicable), and qualification requirements by the closing date of the vacancy announcement.

*** NOTE *** Refer to OPM Handbook Qualification Standards Operating Manual or the IHS Excepted Service Qualification Standards, Series 0640, for complete information. Substitution of education for experience will be made in accordance with those standards. For more complete information, contact your Servicing Human Resources Office.

WHO MAY APPLY: Merit Promotion Plan (MPP) Candidates. Applications will be accepted from status eligibles (e.g., reinstatement eligibles and current permanent employees in the Competitive federal service), and from current permanent IHS employees in the Excepted federal service who are entitled to Indian Preference.

Excepted Service Examining Plan (ESEP) Candidates: Applications will be accepted from individuals entitled to Indian Preference. Current permanent IHS Excepted service employees and Competitive service employees or Reinstatement eligibles entitled to Indian Preference may also apply under the provisions of the Indian Health Service Excepted Service Examining Plan. These candidates MUST indicate on their "Application for Federal Employment" whether their application is submitted under the IHS Excepted Service Examining Plan, the IHS Merit Promotion Plan, or both.

Applications will also be accepted from individuals eligible for non-competitive appointment (e.g., applicants eligible for appointment under the Veterans' Readjustment Act, the severely handicapped, or those with a 30% or more compensable service-connected disability).

INFORMATION FOR DISPLACED EMPLOYEES REQUESTING SPECIAL SELECTION PRIORITY CONSIDERATION UNDER THE INTERAGENCY CAREER TRANSITION ASSISTANCE PROGRAM (ICTAP).

If you are a displaced Federal employee, you may be entitled to receive special priority consideration under the ICTAP. To receive this priority consideration, you must:

1. Be a displaced Federal employee. You must submit a copy of the appropriate documentation such as RIF separation notice, a letter from Office of Personnel Management (OPM) or your agency documenting your priority consideration status with your application package. The following categories of candidates are considered displaced employees.
 - A. Current or former career or career-conditional (tenure group I or II) competitive service employees who:
 1. Received a specific RIF separation notice; or
 2. Separated because of a compensable injury, whose compensation has been terminated, and whose former agency certifies it is unable to place; or
 3. Retired with a disability and whose disability annuity has been or is being terminated; or
 4. Upon receipt of a RIF separation notice retired on the effective date of the RIF and submit a Standard Form 50 that indicates "Retirement in lieu of RIF;" or
 5. Retired under the discontinued service retirement option; or
 6. Was separated because he/she declined a transfer of function or directed reassignment to another commuting area.
 - OR**
 - B. Former Military Reserve or National Guard Technicians who are receiving a special OPM disability retirement annuity under section 8337(h) or 8456 of Title 5, United States Code.

2. Be applying for a position at or below the grade level of the position from which you have been separated. The position must not have a greater promotion potential than the position from which you were separated.
3. Have a current (or last) performance rating of record of at least fully successful or equivalent. This must be submitted with your application package. (This requirement does not apply to candidates who are eligible due to compensable injury or disability retirement).
4. Occupy or be displaced from a position in the same local commuting area of the position for which you are requesting priority consideration.
5. File your application by the vacancy announcement closing date and meet all the application criteria (e.g., submit all required documentation, etc.)
6. Be rated well qualified by achieving a score of 80 on a rating scale of 70 to 100 for the position including documented selective factors, quality ranking factor, physical requirements with reasonable accommodations and is able to satisfactorily perform the duties of the position upon entry.

EVALUATION CRITERIA: Evaluation will be made of Experience, Performance Appraisals, Training, Letters of Commendation, Self-Development, Awards and Outside Activities, which are related to this position. To receive full credit for your qualifications, provide a narrative statement of training, awards, hobbies, self-developed achievements, and any other aspects of your background as they relate to the knowledge, skills, and abilities (KSAs) outlined below and show the level of accomplishment and degree of responsibility.

The KSAs in your narrative statement will be the principal basis for determining whether or not you are highly qualified for the position. Describe your qualifications in each of the following:

1. KNOWLEDGE OF MEDICAL TERMINOLOGY.
2. KNOWLEDGE OF NURSING CARE PROCEDURES.
3. ABILITY TO MEET AND DEAL WITH A VARIETY OF INDIVIDUALS.
4. KNOWLEDGE OF WORD PROCESSING PROCEDURES AND EQUIPMENT.
5. ABILITY TO ORGANIZE AND MAINTAIN RECORDS, MANUALS, AND FILES.

HOW AND WHERE TO APPLY: All applicants must submit the following to the Northern Navajo Medical Center, Branch of Human Resources, P. O. Box 160, Shiprock, New Mexico 87420-0160, by 4:30 p.m., on the closing date.

1. OF-612, Optional Application for Federal Employment; or
2. Resume; or
3. Any other written application format

Plus:

- BIA Form 4432, if applicable.
- OF-306, Declaration for Federal Employment.
- Addendum for Child Care & Indian Child Care Worker Positions Form.
- Any other necessary documentation pertinent to the position.

Applicant claiming Indian preference must submit a copy of an official Bureau of Indian Affairs Indian Preference Certificate, Form 4432 (or equivalent form issued by a Tribe authorized by PL 93-638 contract to perform the certification function on behalf of the BIA), signed by the appropriate Official, or appropriate BIA form showing 50% or more blood quantum if applicant is not an enrolled member. Navajo Area Indian Health Services employees claiming Indian preference need not submit the BIA form 4432, but must state that such documentation is contained in their Official Personnel Folder.

VETERANS: Veterans who are preference eligibles or who have been separated from the armed forces under honorable conditions after 3 years or more of continuous active service may apply.

"Declaration for Federal Employment" (OF-306), and Addendum for Child Care & Indian Child Care Worker Positions form must be completed and submitted with original signatures to determine your suitability for Federal employment, to authorize a background investigation and to certify the accuracy of all the information in your application. Responding "yes" to any of these questions can make you ineligible for employment in this position. If you make a false statement in any part of your application, you may not be hired, you may be fired after you begin work, or you may be fined or jailed.

For more information, contact: Gloria Redhorse-Charley, HR Specialist, at (505) 368-6095; Email: gloria.redhorse-charley@ihs.gov.

INFORMATION REQUIRED ON RESUMES AND OTHER APPLICATION FORMATS: Resumes or other application formats must contain all of the information listed below in sufficient detail to enable the Human Resources Office to make a determination that you have the required qualifications for the position. Specifically, the information provided under #7 (High School), #8 (Colleges and Universities), and #9 (Work Experience) would be used to evaluate your qualifications for this position. **FAILURE TO INCLUDE ANY OF THE INFORMATION LISTED BELOW MAY RESULT IN LOSS OF CONSIDERATION FOR THIS POSITION.**

1. Announcement Number, Title and Grade of the job for which you are applying;
2. Full name, mailing address (with zip code), day and evening phone numbers (with area codes);
3. Social Security Number;
4. Country of Citizenship;
5. Veterans' preference: indicate if you are claiming preference; attach DD-214. Preference is not applicable to current DHHS permanent employees (Federal employees with competitive status or reinstatement eligibles);

6. Highest Federal civilian grade held (give series and dates held; attach SF-50, if applicable);
7. High School: Name, City, State (zip code, if known), and date of diploma or GED;
8. Colleges and Universities: Name, City, State (zip code, if known), Majors, Type and Year of Degrees received (if no Degree, show total semester or quarter hours earned); attach official transcript;
9. Work Experience (paid and non-paid) – Job title, duties and accomplishments, Employers' names and addresses, Supervisors' names and phone numbers, starting and ending dates (month/year), hours worked per week, and salary;
10. Indicate if we may contact your current supervisor;
11. Job-related training courses; skills, certificates, registrations, and licenses (current only), honors, awards, special accomplishments, etc.

NOTE: Persons who submit incomplete applications will be given credit only for the information they provide and may not, therefore, receive full credit for their veterans' preference determination, Indian preference, education, training, and/or experience. THIS OFFICE WILL NOT SOLICIT ADDITIONAL INFORMATION.

REASONABLE ACCOMMODATION: This agency provides accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis.

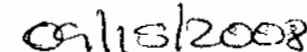
ADDITIONAL SELECTIONS: Additional or alternate selection may be made within 90 days of the date of the certificate issued if the position becomes vacant or to fill an identical additional position in the same geographical location.

INDIAN PREFERENCE: Preference in filling vacancies is given to qualified Indian candidates in accordance with the Indian Preference Act. In other than the above, the IHS is an Equal Opportunity Employer.

SELECTIVE SERVICE CERTIFICATION: If you are a male born after December 31, 1959, and you want to be employed by the Federal government, you must (subject to certain exemptions), be registered with the Selective Service System.

EQUAL EMPLOYMENT OPPORTUNITY: SELECTION FOR POSITIONS WILL BE BASED ON MERIT WITH NO DISCRIMINATION FOR NON-MERIT REASONS, SUCH AS RACE, COLOR, RELIGION, GENDER, SEXUAL ORIENTATION, NATIONAL ORIGIN, POLITICS, MARITAL STATUS, PHYSICAL HANDICAP, AGE OR MEMBERSHIP OR NON-MEMBERSHIP IN AN EMPLOYEE ORGANIZATION. PROMOTIONS OR APPOINTMENTS WILL NOT BE BASED ON PERSONAL RELATIONSHIP OR OTHER TYPES OF PERSONAL FAVORITISM OR PATRONAGE.


Human Resources Clearance


Date

EACH APPLICATION FORM AND DOCUMENT FORM MUST BE INDIVIDUALLY IDENTIFIED BY THIS ANNOUNCEMENT NUMBER SR-08-112. ALL ORIGINAL DOCUMENTS AND COMPLETED APPLICATION FORMS ARE TO BE DUPLICATED BY THE APPLICANT BEFORE SUBMISSION AS WE DO NOT HONOR REQUESTS FOR COPIES. COMPLETED FORMS WHEN SUBMITTED BECOME THE PROPERTY OF THIS HUMAN RESOURCES OFFICE AND WILL NOT BE RETURNED.

SUPPLEMENTAL QUALIFICATION STATEMENT
Health Technician (Emergency Room) (OA), GS-640-5

1. KNOWLEDGE OF MEDICAL TERMINOLOGY. The person in this position must have knowledge of medical terminology to review medical records, includes the ability to use medical abbreviations, pharmaceutical terms, hospital terms and medical abstracts to ensure they are valid and complete. What in your background would indicate that you possess this knowledge?

Who can verify this information? (Please provide telephone numbers)

What was the duration of these activities?

2. KNOWLEDGE OF NURSING CARE PROCEDURES. This is knowledge of a variety of interrelated and standard nursing procedures and recurring work experience that demonstrates skill sufficient to resolve problems in carrying out patient care. What in your background would indicate that you possess this knowledge?

Who can verify this information? (Please provide telephone numbers)

What was the duration of these activities?

3. ABILITY TO MEET AND DEAL WITH A VARIETY OF INDIVIDUALS. The person in this position should have the ability to establish positive interpersonal relations by exercising tact, diplomacy, patients, and mature judgments with a wide variety of individuals including superiors, peers and subordinates within the organization, and with individuals outside the organization with whom the individuals must deal, also includes patient, law enforcement officers, attorney, etc.. What in your background would indicate that you possess this ability?

Who can verify this information? (Please provide telephone numbers)

What was the duration of these activities?

4. KNOWLEDGE OF WORD PROCESSING PROCEDURES AND EQUIPMENT. The person in this position must have some knowledge of the RPMS Patient Care Component, and the Patient Registration system to provide all aspects of admissions, including general clerical office support. What in your background would indicate that you possess this knowledge?

Who can verify this information? (Please provide telephone numbers)

What was the duration of these activities?

5. ABILITY TO ORGANIZE AND MAINTAIN RECORDS, MANUALS, AND FILES. This is the ability to maintain and assemble a wide variety of files, records and correspondence into an effective system of records. This includes the ability to locate case files, correspondence or any paper relating to the work of the office. What in your background would indicate that you possess this ability?

Who can verify this information? (Please provide telephone numbers)

What was the duration of these activities?

CERTIFICATION

I, CERTIFY that all the statements in the above statements are true, complete and correct to the best of my knowledge and belief and are made in good faith.

Signature of Applicant

Date